

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA**

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In re:

Administrative Order 06-3

**Order Amending Provisions of  
Administrative Order 05-2  
“Implementation of Case Management/  
Electronic Case Files (CM/ECF) System”**

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On July 15, 2005, this court entered Administrative Order 05-2 “**Implementation of Case Management/Electronic Case Files (CM/ECF) System**”. The court has determined that amendments to four provisions in this order are required as follows:

A. Provision in Paragraph I(B)(6) of AO 05-2:

(6) Copies of designated items for the record on appeal (Note: The notice of appeal, designation of record, statement of issues and any related appellate documents will be filed electronically; however, copies of the documents designated for the record on appeal must be printed from the court's official record and provided to the court conventionally because a paper record will still be required for transmission to the district court.);

is amended to read (note changes or additions are in *italics*)

(6) Copies of designated items for the record on appeal (Note: The notice of appeal, designation of record, statement of issues and any related appellate documents will be filed electronically; ***Copies of the documents designated for the record on appeal filed on or after October 17, 2005, may be printed directly from PACER and provided conventionally to the clerk. Copies of designated documents filed before October 17, 2005, must be made from the court's official paper record by requesting copies of the documents from the clerk's office at a charge of \$.50 per page.***)

B. Paragraph IV(B)(2) of AO 05-2:

Local Form “Declaration” Required. Registered users must file the local form “Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically” (“Declaration”) with each

initial petition or amended petition. The “Declaration” must also be filed with each initial or amended schedule and statement of financial affairs filed separately from the initial petition unless these documents contain an imaged signature of the debtor. The registered user filing the “Declaration” must keep the signed original for the time provided by section IV(C) of this Order. Failing to file this form will result in immediate dismissal of the case.

is amended to read (note changes or additions are in *italics*)

Local Form “Declaration” Required. Registered users must file the local form “Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically” (“Declaration”) with each initial petition or amended petition. ***The “Declaration” must also be filed with each initial or amended schedule and each initial or amended statement filed separately from the initial petition unless these documents contain an imaged signature of the debtor.*** The registered user filing the “Declaration” must keep the signed original for the time provided by section IV(C) of this Order. ***Failing to file this form with the initial petition will result in immediate dismissal of the case. Failing to file this form with an amended petition, a schedule, an amended schedule, a statement or an amended statement will result in entry of an order striking the document.***

C. Paragraph IV(B)(3) of AO 05-2:

Verification of Debtor’s Social Security Number. In individual debtor cases filed in CM/ECF, the registered user must obtain the debtor(s)’ original signature(s) on a paper copy of the local form “Statement of Social Security Number(s)” (including any amendments) and must keep the original signed document for the time provided by section IV(C) of this Order. The “Statement of Social Security Number” containing the debtor’s original signature must be scanned and converted to PDF format and electronically filed with the petition as a separate docket entry. In accordance with the federal judiciary’s privacy policy, the PDF image of this document will not be available for public viewing. The registered user must verify that the social security number provided on the local form is the same number entered in CM/ECF and appearing on the § 341 notice of commencement of case to ensure correct numbers are reflected in the court’s records.

is amended to read: (note changes or additions are in *italics*)

Verification of Debtor’s Social Security Number. In individual debtor cases filed in CM/ECF, the registered user must obtain the debtor(s)’ original signature(s) on a paper copy of the local form “Statement of Social Security Number(s)” (including any amendments) and must keep the

original signed document for the time provided by section IV(C) of this Order. The "Statement of Social Security Number" containing the debtor's original signature must be scanned and converted to PDF format and electronically filed with the petition as a separate docket entry, **or, if the "Statement of Social Security Number" filed with the court does not contain the imaged signature of the debtor(s), it must be accompanied by a Local Form "Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically", containing the original signature(s) of the debtor(s).** In accordance with the federal judiciary's privacy policy, the PDF image of the document **which contains the debtor's complete social security number** will not be available for public viewing. The registered user must verify that the social security number provided on the local form is the same number entered in CM/ECF and appearing on the § 341 notice of commencement of case to ensure correct numbers are reflected in the court's records.

- D. The first sentence of paragraph VII(A) is amended to correct the cite from "section VII(F)" to "section VII(D)" as follows:

(A) Number of Copies and Courtesy Copies Required to be Submitted. Documents filed electronically or conventionally, including petitions, notices of appeal and other documents for which additional copies are currently required, need no additional paper copies, unless otherwise directed by the court or clerk or as set forth in section **VII(D)** of this Order.

All other provisions of AO 05-2 shall remain in effect.

**ORDERED** in the Southern District of Florida on August 18, 2006.

/s \_\_\_\_\_  
Robert A. Mark  
Chief United States Bankruptcy Judge

c: All SD Bankruptcy Judges  
Clerk of Court